



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

JUN 17 2005

From: Chief of Naval Personnel
To: President, FY-06 Active Duty Chief Petty Officer
Selection Board

Subj: PRECEPT CONVENING FY-06 SELECTION BOARD TO CONSIDER FIRST
CLASS PETTY OFFICERS OF THE NAVY AND NAVAL RESERVE,
SERVING ON ACTIVE DUTY, FOR ADVANCEMENT TO CHIEF PETTY
OFFICER

Encl: (1) Board Membership
(2) Selection Board Guidance
(3) Rating Quotas

1. Membership, Date, Location and Function


a. The selection board, consisting of you as president, the officers and master chief petty officers listed in enclosure (1), is ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, 27 June 2005 or as soon as practicable thereafter. The function of the board is to recommend active duty first class petty officers for advancement to chief petty officer. The records and names of all service members eligible for advancement consideration, determined as of the date the board convenes, will be furnished to the board.

b. The board shall proceed in accordance with guidance provided at enclosure (2).

2. Authorized Selections. From among those service members eligible for consideration, the board may select candidates for advancement in each rating, the numbers of which are not to exceed the quotas specified for advancement in enclosure (3). The board need not select to the numbers provided. The board shall consider carefully, without prejudice or partiality, the case of every service member whose name is furnished. The names of those eligible candidates who are selected for advancement will be indicated, as appropriate.

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3. Confidentiality. Unless expressly authorized or required by higher authority or myself, neither you nor any member of the board or administrative staff may disclose the proceedings, deliberations, or recommendations of the selection board. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.


G. L. HOEWING
Vice Admiral, U.S. Navy

**FY-06 ACTIVE DUTY CHIEF PETTY OFFICER
SELECTION BOARD MEMBERSHIP**

1. Chief Petty Officer Board:

CAPT Dale E. Little, USN, [REDACTED]/1310 (President)
CDR Paul A. Judice, USN, [REDACTED]/1110
CDR Charles G. Emmert, USN, [REDACTED]/1110
CDR Claudia A. Jones, MSC, USN, [REDACTED]/2300
CDR Michael H. Johnson, USN, [REDACTED]/6510
CDR Thomas G. Lunney, USN, [REDACTED]/1120
CDR David K. Henderson, SC, USN, [REDACTED]/3100
CDR Dale G. Fleck, USN, [REDACTED]/1140
CDR Larry S. Southerland, USN, [REDACTED]/6230
CDR James M. Morgan, USN, [REDACTED]/1110
CDR Emil J. Salansky, Jr., USN, [REDACTED]/6410
CDR Stephanie Miller, USN, [REDACTED]/1100
CDR Thomas G. Halvorson, USN, [REDACTED]/1110
CDR John D. Harber, USN, [REDACTED]/1630
CDR Robert J. Cordell, CEC, USN, [REDACTED]/5100
CDR Mark L. Stevens, USN, [REDACTED]/1320
CDR Reginald M. Howard, USN, [REDACTED]/1320
CDR Jacqueline R. Finch, USN, [REDACTED]/1320
CDR Susan E. Dionne, NC, USN, [REDACTED]/2900
CDR David C. Fadler, USN, [REDACTED]/1440
CDR William C. Chinworth, USN, [REDACTED]/1120
LCDR Rodney Hearn, USN, [REDACTED]/1600
LCDR Clarence Franklin, Jr., USN, [REDACTED]/1610
LCDR Joshua Lasky, USN, [REDACTED]/1130
LCDR Garner A. Sutton, USN, [REDACTED]/6160
CWO5 Duane R. Fisher, USN, [REDACTED]/7181
CWO5 Harold E. Hall, USN, [REDACTED]/7311
CWO4 David O. Webb, SC, USN, [REDACTED]/7521
CWO3 Arnel F. Stodomingo, USN, [REDACTED]/7341
ABCM(AW/SW) Edward Moreno, USN, [REDACTED]
ABCM(AW) John E. Vallesillo, USN, [REDACTED]
ACCM(AW) Michael B. Lister, USN, [REDACTED]
AFCM(AW/SW) Angel D. Afan, Jr., USN, [REDACTED]
AFCM(AW) Dean H. Harris, USN, [REDACTED]
AFCM(AW) Brian S. Keegan, USN, [REDACTED]
AFCM(AW/SW) Michael W. Lentell, USN, [REDACTED]
AFCM(AW/NAC) Paul E. Waldrup, Jr., USN, [REDACTED]
AFCM(AW/NAC) Steven A. Berry, USN, [REDACTED]
AGCM(AW) Sherman T. Biffle, USN, [REDACTED]
AOCM(AW) Michael D. Jensen, USN, [REDACTED]
AOCM(AW) Mark S. Parkstone, USN, [REDACTED]
AVCM(AW) Dana B. Pritchett, USN, [REDACTED]

Enclosure (1)

AVCM(AW) Myron A. Roshto, USN, [REDACTED]
 AVCM(AW) Bruce G. Wright, USN, [REDACTED]
 AVCM(AW/SW) Walter T. Powell III, USN, [REDACTED]
 AVCM(AW) Raymond L. Smith, USN, [REDACTED]
 AWCN(AW) Frank R. Nelson, USN, [REDACTED]
 AZCM(AW/SW) Timothy M. Wheatley, USN, [REDACTED]
 BMCM(SW) Adam S. Beller, USN, [REDACTED]
 BMCM(SEAL) Robert L. Keeley, Jr., USN, [REDACTED]
 BMCM(SW/AW) Ramon P. Velasco, USN, [REDACTED]
 CMDCM(AW/SW/FMF) Courtney O. Abrams, USN, [REDACTED]
 CMDCM(SW/AW) Francis Bagarella, USN, [REDACTED]
 CMDCM(AW/SW) Fred Barton, Jr., USN, [REDACTED]
 CMDCM(SEAL) Michael D. Bloom, USN, [REDACTED]
 CMDCM(SW/SS) Gale W. Bond, USN, [REDACTED]
 CMDCM(AW/SW) Gary L. Dryer, USN, [REDACTED]
 CMDCM(SW) Patrick Curley, USN, [REDACTED]
 CMDCM(SW) George K. Dwyer, USN, [REDACTED]
 CMDCM(FMF) Wendy L. Fischer, USN, [REDACTED]
 CMDCM(AW) Kenneth C. Hammond, USN, [REDACTED]
 CMDCM(AW/SW) Richard A. Hay, Jr., USN, [REDACTED]
 CMDCM(SW) Herbert L. Gregory, USN, [REDACTED]
 CMDCM(SW/AW) Sandra J. Huffman, USN, [REDACTED]
 CMDCM(SW/AW) Karl M. Kreutzberger, USN, [REDACTED]
 CMDCM(SW/AW/NAC) Bradley N. LeVault, USN, [REDACTED]
 CMDCM(SW) Anthony E. Lott, USN, [REDACTED]
 CMDCM(SW) Edward W. Myers, Jr., USN, [REDACTED]
 CMDCM(AW/SW) Emiel S. Nicholson, USN, [REDACTED]
 CMDCM(SS) Gerard B. Nicholson, USN, [REDACTED]
 CMDCM(SW/AW) Rodney A. Parks, USN, [REDACTED]
 CMDCM(AW/NAC) David L. Peters, USN, [REDACTED]
 CMDCM(AW/SW) Benjamin H. Pitts, Jr., USN, [REDACTED]
 CMDCM(SS) Gene M. Proch, USN, [REDACTED]
 CMDCM(SW/AW) Michael A. Reed, USN, [REDACTED]
 CMDCM(SW) Richard K. Strehl, USN, [REDACTED]
 CMDCM(SW/AW) Stuart L. Turner, USN, [REDACTED]
 CMDCM(SS) John D. Tyner, USN, [REDACTED]
 CSCM(SW) Edwin R. Arboleda, USN, [REDACTED]
 CSCM(SS) Raymond J. Atwood, USN, [REDACTED]
 CSCM(AW) Alex B. Benavidez, USN, [REDACTED]
 CTACM(SW) Thaddeus S. Apa, USN, [REDACTED]
 CTICM(NAC) William P. Singer, USN, [REDACTED]
 CTOCM Kimberly A. Perez-Lugones, USN, [REDACTED]
 CTRCM(SW) David A. Worcester, USN, [REDACTED]
 CTTCM(SW/SS/NAC) Douglas A. Boswell, USN, [REDACTED]
 CTTCM(SW/AW) Denise A. Kline, USN, [REDACTED]
 CUCM(SCW) Michael S. Williamson, USN, [REDACTED]
 DCCM(SW/AW) Gregory C. Bodkins, USN, [REDACTED]

DKCM(SW/AW) Nicholas Rodriguez, USN, [REDACTED]
 DTCM(SW/FMF) Merrilyn C. Crawford, USN, [REDACTED]
 EMCM(SW/AW) Harold S. Logan, USN, [REDACTED]
 EMCM(SS) Michael D. Polomski, USN, [REDACTED]
 EMCM(SW) Willie B. Williams, USN, [REDACTED]
 EMCM(SW) Guillermo H. Villafranca, USN, [REDACTED]
 ENCM(SW) William J. Beasley, USN, [REDACTED]
 ENCM(SWCC) James R. Ferens, USN, [REDACTED]
 ENCM(AW/EOD/NAC/FPJ) David J. Kearney, USN, [REDACTED]
 ENCM(SW) Josefino T. Sadural, USN, [REDACTED]
 EQCM(SCW) Thomas A. Hickenbottom, USN, [REDACTED]
 ETCM(SS) David A. Carver, USN, [REDACTED]
 ETCM(SW/AW) Pamela N. Dickson, USN, [REDACTED]
 ETCM(SW/AW) Ray A. Joaquin, USN, [REDACTED]
 ETCM(SW) Charles L. Mayo, USN, [REDACTED]
 ETCM(SW/AW) Gregory L. Surratt, USN, [REDACTED]
 ETCM(SS) John F. Wilkinson, USN, [REDACTED]
 FCCM(SW) Michael D. Lutman, USN, [REDACTED]
 FCCM(SW/AW) Frank W. Murray, USN, [REDACTED]
 GMCM(SW/AW) Michael E. Green, USN, [REDACTED]
 GSCM(SW) Dennis A. Guiriba, USN, [REDACTED]
 GSCM(SW) Jason E. Wallis, USN, [REDACTED]
 HMCM(SEAL) Michael A. Brown, USN, [REDACTED]
 HMCM(SS/SW/FMF) Christopher B. Ecker, USN, [REDACTED]
 HMCM(FMF/AW) Dario S. Laguatan, USN, [REDACTED]
 HMCM(SW/FMF) Don L. Nelson, USN, [REDACTED]
 HMCM(SS/FMF) Timothy Peak, USN, [REDACTED]
 HMCM(SW/AW/FMF) Leon Vorters, Jr., USN, [REDACTED]
 HTCM(SW) Timothy P. Adams, USN, [REDACTED]
 HTCM(SW/DSW) William L. Crider, USN, [REDACTED]
 HTCM(SW/AW) Melanie J. Kerns, USN, [REDACTED]
 ISCM(SW/AW) Russell L. Smith, USN, [REDACTED]
 ITCM(SW/AW) Benjamin F. Barrett, USN, [REDACTED]
 ITCM(SW/AW) James D. Brown, USN, [REDACTED]
 ITCM(SW) Jeffrey S. Pacot, USN, [REDACTED]
 ITCM(SW) Paul D. Hileman, USN, [REDACTED]
 ITCM(SW/AW) Perry L. Wilson, USN, [REDACTED]
 MACM(SW/AW) DeAnna L. Foust, USN, [REDACTED]
 MACM(SW) Kevin Reeves, USN, [REDACTED]
 MMCM(SW/AW) Michael L. Lemke, USN, [REDACTED]
 MMCM(SS) Jeffrey J. Miller, USN, [REDACTED]
 MMCM(SW) Steven J. Pickert, USN, [REDACTED]
 MMCM(SS) Gregory W. Pelton, USN, [REDACTED]
 MMCM(SW) Gerald C. Robinson, USN, [REDACTED]
 MMCM(SW/AW) Albert J. Schmidt, USN, [REDACTED]
 MMCM(SS/SW/AW) William C. Stroope, USN, [REDACTED]
 MMCM(SW/AW) Andrew D. Thompson, USN, [REDACTED]

MNMCM(BOB/AW/SW) Craig L. Marsh, USN, [REDACTED]
 MTCM(SS) William R. Davis, USN, [REDACTED]
 MUCM Melanie J. Leketa, USN, [REDACTED]
 NCCM(SW/AW) Linda K. Maclean, USN, [REDACTED]
 NCCM Courtney Williams, USN, [REDACTED]
 OSCM(SW/AW) John T. Appleton, USN, [REDACTED]
 OSCM(SW) Ernesto Caballero, USN, [REDACTED]
 OSCM(SW) John O. Crewdson, USN, [REDACTED]
 PCCM(SW/AW) Sheila M. Wooden, USN, [REDACTED]
 PNCM(SW/AW) Danilo A. Lintag, USN, [REDACTED]
 PNCM(SW) Terry Miles, USN, [REDACTED]
 PRCM(AW) Jose A. Martinez-Gonzalez, USN, [REDACTED]
 QMCM(SW) Ross A. Gilliatt, USN, [REDACTED]
 RPCM(SW/AW/PMF) Andrew F. Cumming, USN, [REDACTED]
 SHCM(SW/AW) Patrick E. Alamillo, USN, [REDACTED]
 SKCM(SW/AW) Ted S. Caballa, USN, [REDACTED]
 SKCM(AW/SW) Maria L. Intalan, USN, [REDACTED]
 SKCM(SS) David L. Johnson, USN, [REDACTED]
 SKCM(SW/SCW) Prospero T. Rivers, Jr., USN, [REDACTED]
 STGCM(SW/AW) John F. Nowak, USN, [REDACTED]
 STSCM(SS) Floyd E. Kimball III, USN, [REDACTED]
 STSCM(SS) Ronnie C. Spake, USN, [REDACTED]
 TMCM(SW/AW) Kevin R. Collins, USN, [REDACTED]
 UCCM(SCW) John F. Mulholland, Jr., USN, [REDACTED]
 UCCM(SCW) Robert E. Cuff, USN, [REDACTED]
 YNCM(SW/AW) Timothy E. Hartnett, USN, [REDACTED]

2. BMCS David G. Kent, USN, will act as recorder with the following personnel acting as assistant recorder:

ATCS(AW) Thomas J. Smith, USN
 AMCS(AW) Daniel N. Guingab, USN
 ITCS(SW) Anthony E. Adams, USN
 ITCS(SW/AW/FPJ) Joel M. Johnson, USN
 MMCS(SW) William S. Johnson III, USN
 SKCS(SW) George B. Montenegro, USN
 AZC(AW/SW) Brian L. Catalano, USN
 CTTC(SW) Shawn R. Rainey, USN
 FCC(SW) Michael A. Jones, USN
 GMC(SW/AW) Travis Hamardelabrethoniere, USN
 HMC(SW/PMF) Chetia R. Champion, USN
 HMC(PMF) Joycelyn M. Thompson, USN
 ITC(SW/SCW) Phyllis Y. Moore, USN
 MAC(SW/AW) Michael J. Mashburn, USN
 NCC(AW/SW) Laura L. Jones, USN
 PHC(AW/NAC) Daniel E. Smith, USN
 PNC(SW/AW) David M. Vanneste, USN

NCC(AW) John R. Kirby, USN
SWC(SCW/FMP) Timothy E. Murphy II, USN
YNC(SW) Eric F. Jones, USN

The recorder or the assistant recorder will be present during all deliberations.

3. The following personnel are designated to serve as administrative support personnel to the board:

RADM John M. Stewart, Jr.	CAPT Daniel P. Holloway
CAPT Henry R. Molinengo, II	CAPT Eric E. Geiser
CAPT K. Michael Osborne	CAPT James W. Houck
CDR John Hannink	CDR Benjamin B. Clancy
CDR William C. Horrigan	CDR Stephen J. Lepp
CDR David L. Dillensnyder	CDR Elizabeth Hostetler
LCDR Christine Mankowski	LCDR Edward J. Sallee
LCDR Christopher Slayman	LCDR Meredith L. Robinson
LCDR Jason T. Baltimore	LCDR Dennis P. Shelton
LCDR Peter D. Galindez	LCDR Stephen J. Ruscheinski
LCDR Curtis R. Dunn	LCDR Joseph P. Whalen
LT Melissa A. Harvison	LT Tamara L. O'Neil
LT Gary Thielecke	LT David D. Furry
LT Charles E. Johnson	LT Alejandro D. Yanza
LT Tena Byrd	LT Michael Payne
LT Stephen R. Ranne	LT Gary E. Smart, Jr.
LT Tenisha M. Finley	LT Kellon B. Pearson
LT Monica Trucco	Capt Martin E. Adams
LTJG Shaun Fischer	CWO4 Valerie Baty
CWO4 Tommy D. Owens	CWO4 O. C. Horton
CWO3 Timothy Kilpatrick	CWO3 Diana Donaldson
CWO2 Gary W. Dedmon	CWO2 Earl McGallagher
CNOCM(SS) John Walker	PNCM(AW) Darlene Gemuend
PNCM(SW) Victor R. Smallwood	YNCS(AW) Eric Boykins
PNCS(AW/SW) Andrew P. Carswell	YNC(AW/SW) Yolanda D. Gandy
PNC(AW) Margaret Meiser	PNC(AW) Marcia K. Bentley
YNC(AW) Michelle Lang	PNC(SW/AW) Alex B. Jimenez
YNC(AW/SW) Walter Brown	OS2 Malcolm Stafford
Mr. William S. Morris	Mr. Kimric Chapman
Mr. Dwight Stanton	Ms. Deborah Wilson
Mr. Donald P. Marshall	Ms. Shirley Wakefield
Mr. Carl R. Waelde	Ms. Elizabeth Vaughn
Mr. Christopher Zaller	

SUPPLEMENTAL GUIDANCE

Appendix

Subject

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APPENDIX - A

GENERAL GUIDANCE

1. **Duties of the Board President.** The president of the board has been appointed by me and shall perform prescribed administrative duties. The board president has no authority to constrain the board from recommending for promotion those fully qualified eligible candidates that the majority finds best qualified to meet the needs of the Navy.
2. **Board Proceedings.** The following directions concerning communications and information apply to board proceedings:
 - a. Each of you (president, members, recorders, and administrative support personnel) is responsible for maintaining the integrity and independence of this selection board, and for fostering careful consideration, without prejudice or partiality, of all eligible candidates.
 - b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this selection board has been improperly affected.
 - c. You may not receive, initiate, or participate in communications or discussions involving information that Navy Regulations preclude from consideration by a selection board. You are to base your recommendations on the material in each eligible candidate's military record, any information I have provided to the board, and any information communicated to you by individual eligible candidates under provisions of Navy Regulations. In your deliberations, you may discuss your own personal knowledge and evaluation of eligible candidates' professional qualifications to the extent that such matters are not precluded in law, or service regulation from consideration by a selection board and are inclusive in an eligible candidate's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning an eligible candidate unless that opinion is contained in material provided to the board under provisions of Navy Regulations.
 - d. When discussing your own personal knowledge concerning the professional qualifications of eligible candidates, the board is reminded that if personal remarks, based on a member's

personal knowledge, could be considered adverse, the member cannot discuss his personal knowledge or evaluation unless such matter is contained in the official record or other material placed before the board in compliance with Navy Regulations. In addition, should an eligible candidate's record reveal the removal of an evaluation/fitness report via the Board for Correction of Naval Records, the member may not discuss his or her personal knowledge regarding the circumstance, which resulted in the removal of the report.

e. I, the Master Chief Petty Officer of the Navy, or the Naval Reserve Force Master Chief are the only persons who may appear in person to address you on any matter, other than administrative matters. All communications with the board, other than those that are clearly administrative or made by the Master Chief Petty Officer of the Navy or the Naval Reserve Force Master Chief, must be in writing, given to each of you, and made part of the board's record. All correspondence signed by a sitting or previous President of the United States will be read to all board members. I have designated in writing those persons authorized to provide routine administrative information to you.

f. Before the report of the selection board is signed, the recommendations may be disclosed only to members of the board, recorders, and those administrative support personnel I have designated in writing. After I have approved the Record of Proceedings, only the recommendations of the board may be disclosed. Except as authorized by the Chief of Naval Personnel or higher authority, the proceedings of the board may not be disclosed to any person not a board member, board recorder, or administrative support person.

g. If at any time you believe that you cannot in good conscience perform your duties as a member of the board, without prejudice or partiality, you have a duty to ask me to relieve you from this duty. I will honor any such request. If a member or recorder believes that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or believes someone is exerting or attempting to exert inappropriate influence over the board or its proceedings, he or she has a duty to request from me relief from the obligation not to disclose board proceedings and, upon receiving it, to report the basis for this belief.

3. **Early Candidate Advancement Consideration.** DoD established Total Active Federal Military Service (TAFMS) requirements, which must be met prior to a member's advancement to a given paygrade. Candidates who do not meet TAFMS requirements are defined as "early" candidates as calculated to the end of FY-06 (less than 11 years). DoD has a provision whereby no more than 10% of a pay grade may be early. When applicable, quota limits for "early" candidates are included in enclosure (3), they cannot be exceeded.

4. **Marital Status.** Advancement boards are prohibited from considering the marital status of an eligible member or the employment, education, or volunteer service of an eligible member's spouse.

5. **Area Tours.** Repeated tours in a particular geographic location should not be considered negatively, provided the eligible candidate has progressed in billet complexity, professional development, and leadership responsibility.

6. **Adverse Information**

a. Just as you must consider positive performance, you must consider documented incidents of misconduct and substandard performance, which are included in an eligible candidate's official service record, in determining those candidates who are best qualified for promotion. Members must give careful consideration to documentation in each candidate's official service record of such incidents that occurred within the past five years and must disclose fully all such incidents when briefing slates of candidates recommended for promotion.

b. Faced with many well-qualified candidates, there may be a tendency to simplify your task by summarily putting aside the records of those whose past records are less than perfect; however, to do this is to fall short of your obligation. Your charge is to find the "best qualified" candidates. A judgment of the whole person and the whole record is required to determine whose future potential will serve the Navy best. You may conclude that particular adverse information undermines an eligible candidate's ability to serve successfully in a position of increased authority and responsibility, despite an otherwise outstanding record. On the other hand, you may find that an eligible candidate's overall outstanding performance demonstrates such potential for future service that it outweighs deficiency noted in the record. Some will have learned from

their mistakes in ways that make them stronger; others will have strengths that outweigh relative weaknesses in their records.

c. Please make the best, not simply the most obviously defensible, choices. By doing this, you will not only fulfill your obligation, you will also better serve the Navy.

APPENDIX - B

SKILLS GUIDANCE

1. **"Best Qualified" Standard.** Navy policy regarding application of the "best qualified" standard is as follows: The board shall consider carefully, without prejudice or partiality, the record of every eligible candidate. The candidates selected will be those whom a majority of the members of the board consider best qualified, giving due consideration to the needs of the Navy for candidates with particular skills. In addition to the standard of best qualified, each candidate recommended must be fully qualified for selection; that is, each candidate must be capable of performing the duties of the next higher paygrade. The best and fully qualified standard shall be applied uniformly to all eligible candidates.

2. **Innovation and Efficiency.** In your deliberations, give careful consideration to the fact that the needs of the Navy have changed over the years and will continue to change. Please be especially alert for candidates who embrace innovation and efficiency to find new solutions to our most challenging problems. The Navy needs bold leaders who are willing to think creatively, take well-calculated risks, develop new ideas, and maximize capabilities through sound management practices. Seek to promote candidates who have shown initiative in finding and pursuing the most effective ways of accomplishing our mission. In your consideration, recognize that the continued preeminence of the Navy in the future is inextricably linked to its ability to change and to manage for efficiency. I note also, in this regard, that candidates with the greatest capacity for innovation and management efficiency may have had some billets different from the norm. In the context of a changing Navy, the best qualified candidates may reflect a variety of backgrounds and proven records of accomplishment.

3. **Leadership of Diverse Organizations.** Today's Navy is manned by Sailors representing 24 different ethnic groups and literally hundreds of cultural heritages. In light of this diversity, you should give careful attention to selecting candidates who have demonstrated the potential to lead large organizations composed of personnel coming from widely varying ethnic and cultural backgrounds.

4. **Special Duty Assignment.** Although the candidates presented to the board compete within their rating, they are frequently detailed to duty outside of their rating specialties. Many such types of duty require selectivity in assignment and special qualifications. Recruiting and retention of Sailors is the top priority of today's Navy. In recognition of the critical role recruiting and retention play in Navy's ability to accomplish its mission, you should give maximum consideration to those candidates who have successfully completed, or are currently serving in the extremely demanding tours of duty as Recruit Division Commanders or Non-Prior Service Accession Course Instructors and Recruiters. Additionally, tours of duty which the Board considers reinforcing Navy Core Values of recruits and other first term Sailors, and positions that directly impact the professional growth of sailors, to include "A" and "C" school instructors, Apprentice Training, Fleet Training Centers, Prototype, and Aircrew candidate schools must also be given maximum consideration. In determining which candidates are best and fully qualified, bear in mind that members serving in these types of highly selective assignments are evaluated among a large number of individually selected personnel with equally superb records. Due consideration shall be given to the successful accomplishment of major collateral duties affecting mission effectiveness, retention and morale; e.g., 3M Coordinator, PRT Coordinator, Urinalysis Coordinator, Professional Development Board member. In addition to the impact these have on the command mission, successful coordination of these duties require a high level of integrity to be maintained in these programs therefore making them deserving of special consideration. To this end, the board should select the best qualified candidates within each source rating.

5. **Overseas, Arduous Duty, and Deployment in support of the Global War on Terrorism.** In determining who is best qualified, emphasis shall be placed upon demonstrated evidence of professional and leadership excellence under arduous conditions to include deployment in support of the Global War on Terrorism. Recalled reservists are often placed in very demanding and unfamiliar settings. Candidates who have performed well in demanding sea duty billets and/or overseas sea duty units in their current pay grade should receive special consideration. This special consideration cannot, however, be used to disadvantage otherwise outstanding female eligible candidates who have not had the opportunity to serve at sea owing to law or policy.

It should also be recognized that some ratings do not offer an extensive opportunity for sea duty. Eligible candidates should not be judged against the norm of a preconceived career pattern.

6. **Performance Trends.** In order to not disadvantage outstanding performers, the selection board should give due consideration to those records which contain both a superior trend of performance on evaluations submitted on or before 31 December 1995, and performance marks other than 5.0 and other than "early promote" evaluations submitted on or after 1 January 1996. To establish performance trends, the board should consider rankings assigned to Sailors under the former evaluation system, and trait grade averages and advancement recommendations under the current system. Just as you must give careful consideration to positive outstanding performance, you must consider documented incidents of misconduct and substandard performance, which are included in a service member's record, in determining those service members best qualified for selection.

APPENDIX - C

EQUAL OPPORTUNITY GUIDANCE

1. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, creed, color, gender, or national origin. The Navy strives to maintain a professional working environment in which an individual's race, creed, color, gender, or national origin will not limit his or her professional opportunities. Accordingly, within this board's charter to determine those eligible candidates who are best and fully qualified, you must ensure that eligible candidates are not disadvantaged because of their race, creed, color, gender, or national origin.
2. Your evaluation of all candidates must afford them fair and equitable consideration. You should be particularly vigilant in your evaluation of records to take care that no candidate's promotion opportunity is disadvantaged by service utilization policies or practices. You should evaluate each candidate's potential to assume the responsibilities of the next higher grade, the overriding factor being performance of assigned duties.
3. The Navy has assigned some candidates outside of traditional career development patterns, e.g., institutional instructors, recruiting, and equal opportunity billets. In addition, other utilization policies or practices, such as those based on statutory restrictions on the assignment of women, may have had an effect on career opportunities. These assignments, though beneficial to the Navy, may have foreclosed to the candidates so assigned opportunities available to other candidates. Such assignment practices should not prejudice the selection of these candidates. Successful performance of assigned duties is the key in measuring a candidate's potential for selection. Accordingly, in determining the qualification for selection of any candidate who has been affected by such utilization policies or practices, duty performed well in such assignments should be given weight equal to duty performed well by a candidate not affected by such policies or practices.
4. This guidance should not be interpreted as requiring or permitting preferential treatment of any candidate or group of candidates on the grounds of race, creed, color, gender, or national origin.

APPENDIX - D

BOARD REPORTS

1. The recorders and administrative support staff shall compile the record of the board's proceedings. The written report of the board shall be signed by the board president, the board members, and board recorders. It shall contain a list of the eligible candidates it recommends for selection with the following:

a. The precept, as well as any other instructions, information, and guidance that was provided to the board.

b. The written report of the board. The report shall contain a list of the eligible candidates recommended for selection to chief petty officer. This list will be alphabetized by rating. The list of those service members found best qualified shall be arranged, within rating, by seniority.

c. Certification that:

(1) To the best of your knowledge, the board complied with all instructions contained in the precept, and, as appropriate, other letters of guidance or instruction I provided;

(2) You were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any unlawful function within the authorized discretion of the board;

(3) You were not subject to or aware of any attempt to coerce or improperly influence any action in formulating board recommendations;

(4) You were not party to or aware of any attempt at unauthorized communications;

(5) To the best of your knowledge, the board carefully considered the records of each eligible candidate whose name was furnished to the board; and

(6) The eligible candidates recommended for selection are, in the opinion of the majority of the members of the board, best and fully qualified to meet the needs of the Navy among

those eligible candidates whose names were furnished to the board.

2. The report of the board, prepared per paragraph 1 of Appendix D, shall be forwarded for approval to the Chief of Naval Personnel.

APPENDIX - E

OATHS

1. The following oath or affirmation shall be administered to the recorder and assistant recorders by the president of the board:

"You, and each of you, do solemnly swear (or affirm) that you will keep a true record of the proceedings of the board, and you will not divulge the proceedings or recommendations of this board except as authorized or required by the Chief of Naval Personnel or higher authority. So help you God."

2. The recorder shall administer the following oath or affirmation to the members of the board:

"You, and each of you, do solemnly swear (or affirm) that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special qualifications for chief petty officer and the efficiency of the Naval service, and you will not divulge the proceedings or recommendations of this board except as authorized or required by the Chief of Naval Personnel or higher authority. So help you God."

3. The following oath or affirmation shall be administered by the recorder to the administration support personnel:

"You, and each of you, do solemnly swear (or affirm) that you will not divulge the proceedings or recommendations of this board except as authorized or required by the Chief of Naval Personnel or higher authority. So help you God."

CHIEF PETTY OFFICER

ABE	33
ABF	42
ABH	88
AC	37
AD	140
AE	118
AG	25
AM	108
AME	27
AO	124
AS	25
AT	189
ATI	75
ATO	114
AW	60
AZ	67
BM	181
BU	54
CE	19
CM	18
CS	109
CS grp 1	32
CS grp 2	77
CTA	18
CTI	34
CTM	19
CTN	2
CTO	24
CTR	80
CTT	69
DC	71
DK	18
DM	0
DT	24
EA	2
EM	89
EMN	90
EMN grp1	56
EMN grp2	34
EN	161
EO	28
ET	108
ETN	64
ETN grp1	42
ETN grp2	22
ETR	65
ETV	96
FC	199
FC	169
FC Aegis	30
FT	69
GM	136
GSE	69

GSM	89
HM	272
HT	60
IC	36
IS	55
IT	269
JO	20
LI	1
LN	31
MA	102
MM	52
MMN	135
MMN grp 1	79
MMN grp 2	56
MME	35
MMW	32
MN	28
MR	15
MT	25
MU	8
MU grp 1	5
MU grp 2	3
NC	65
NCC	23
NCR	42
OS	175
PC	22
PH	3
PN	74
PR	22
QM	152
RP	14
SH	23
SK	165
SK grp 1	13
SK grp 2	152
STG	101
STS	26
SW	10
TM	16
UT	11
YN	155
YN grp 1	7
YN grp 2	148
TOTAL	5298

Early Candidates = 1700

Enclosure (1)